

INSTRUCTIONS TO TELEFILE
Annual payroll Tax Return for Employer of Household Workers (DE 3HW)
Telefile System Access: 1-800-796-9330

- Follow all instructions to prepare to Telefile before calling the **Telefile System at 1-800-796-9330**.
- You may use either your Annual Payroll Tax Return for Employer of Household Workers (DE 3HW) form to record your information for Telefile, or a photocopy of the worksheet. Keep the original worksheet for future reference. Additional copies of the worksheet may also be requested from **Telefile Customer Service at 1-800-796-3524**.

If you use the worksheet:

- You may record your UI, ETT and SDI rates, calculate the amounts due, and compute to total due on the worksheet. However, the Telefile System stores your rates and calculates the taxes automatically base on the Taxable Wages you enter, then provides the balance due for each tax and total amount due for all taxes after deducting any prepayments you provided.
- SDI amounts due are calculated automatically based on the current State Disability Tax Rate and the SDI Taxable wages that you enter.
- The Telefile System provides the Balance of Total Taxes Due amount after it deducts any Voluntary Payments that were entered.
- Penalty and interest are automatically calculated, if applicable (see "Penalty and Interest" below).



The Telefile System. The following information is in the order that it will be requested, entered, or processed during the phone call to Telefile your Annual Payroll Tax Return for Employer of Household Workers (DE 3HW). After you complete the worksheet, review the list below to understand the flow of the Telefile process before calling the Telefile System at **1-800-796-9330**. Have a pencil handy when you make your call.

- **Filing Year.** This will either be the current tax year, or the previous tax year.
- **Final DE 3HW?** If you will not be hiring employees in the next tax year, select the out of business option when prompted by the Telefile System.
- **No wages Paid?** If you did not pay wages during the year, press the appropriate key when prompted by the Telefile System.
- **Revert to Quarterly Tax Deposits?** If you will be reverting to filing Quarterly Tax Deposits (DE 88) instead of filing and paying taxes on an annual basis using the DE 3HW, press the appropriate key when prompted by the Telefile System. If you indicated on the previous step that you paid no wages, the Telefile system now advances to the Telefile Agreement Step (see below).
- Enter **Total Subject Wages** (if wages are not "0").
- Enter **Taxable UI Wages** (the Telefile System calculates the taxes due based on your UI rate).
- **ETT tax is calculated based on the taxable UI wages** that you entered and your ETT rate.
- Enter **SDI Taxable Wages** (the Telefile System calculates the taxes due based on the current SDI rate).
NOTE: SDI wages cannot be less than UI wages.
- Enter **PIT Withholding**.
- **Total Taxes Due.** The Telefile System provides the total after all amounts are entered and confirmed by the caller.
- Enter **Voluntary Payments**. If you made voluntary payments (deposits) for the tax year being filed, enter the total.
- **Balance of Total Taxes Due and Settlement Date.** Telefile System provides the balance payable after Voluntary Payments are deducted from Total Taxes Due, and the date that your payment will be transferred from your bank account.
- **Telefile Agreement.** Confirm that the entered data is true, correct, and complete to validate the Telefile transaction.
- **Confirmation Number.** DO NOT HANG UP until you receive and note your Confirmation Number, which assures that you have successfully filed your report and paid your taxes through Electronic Funds Transfer (EFT).
- **Penalty and Interest.** If the DE 3HW is filed after the last timely filing date, the Telefile System Automatically calculates penalty and interest. You have the option to:
 - 1) Pay penalty and interest with your Telefile deposit (the total will be added to the Balance of Total Taxes Due).
Note penalty and interest amounts on your worksheet, Or
 - 2) Wait for a statement for penalty and interest (amount will not be included in Balance of Total Taxes Due).
Interest will continue to accrue until penalty and interest are paid.
- **Do not mail the paper DE 3HW form.**

WORKSHEET TO TELEFILE
Annual Payroll Tax Return for Employer of Household Workers (DE 3HW)
Telefile System Access: 1-800-796-9330

Employer Account Number _____ - _____ - _____

Personal Identification Number (PIN) _____

 **Enter Dollars and Cents (without a decimal) for all monetary entries.** 

Tax Filing Year (Only the current tax filing year and the previous tax filing year may be Telefiled. All other years require that you mail a paper return.) _____

Is this your final DE 3HW? (If you are going out of business, the DE 3HW should be filed Within 10 days of your last date of business.) _____ Yes _____ No _____

No wages paid during filing year? If no wages were paid, enter "0" when prompted.

Revert to Quarter Filing year? Will you be reverting to sending your tax deposit Quarterly instead of filing this annual return and payment? _____ Yes _____ No _____
 (NOTE: Quarterly tax deposit filing is required if annual wages paid to employees exceeds \$20,000.)

ZERO WAGES ONLY. If "0" wages were filed, the Telefile System advances to verification of your "0" wage entry, the Telefile Agreement, and your transaction confirmation number. Record the confirmation number below.

Confirmation Number _____

If you paid wages, continue the worksheet

Total Subject Wages	\$ _____
----------------------------	----------

Annual Taxable UI Wages _____ x Annual UI Rate _____ = Taxes Due	\$ _____
---	----------

Annual Taxable ETT Wages _____ x ETT Rate _____ = Taxes Due NOTE: ETT is calculated on UI Taxable Wages, which you enter into Telefile only once.	\$ _____
---	----------

Annual Taxable DI Wages _____ x DI Rate _____ = Taxes Due	\$ _____
--	----------

California Personal Income Tax Withheld (optional)	\$ _____
---	----------

TOTAL TAX DUE (Provided by Telefile System – please note amount)	\$ _____
---	----------

Voluntary Prepayments Total for Filing Year (if applicable) NOTE: When Voluntary Prepayments are entered, the Telefile System automatically deducts the Amount from Total Tax Due.	\$ _____
--	----------

BALANCE OF TOTAL TAXES DUE (After deduction of Voluntary Prepayments Total)	\$ _____
--	----------

Please note Penalty and Interest (if applicable).	Penalty as of _____ (Telefile Date) Interest as of _____ (Telefile Date)	\$ _____ \$ _____
--	---	----------------------

TOTAL AMOUNT DUE TO BE TRANSFERRED FROM YOUR BANK ACCOUNT Settlement Date for Electronic Funds Transfer (Provided by Telefile System.) _____ Confirmation Number for this transaction (Provided by Telefile System.) _____	\$ _____
---	----------